



Montana Board of Crime Control Request for Proposals (RFP)

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Request for Proposals (RFP) #15-01 (V) Victims of Crime Act (VOCA)

New applicants must register online at www.mbcc.mt.gov/osas/Default.aspx
and are encouraged to register immediately upon intent of application.

Proposal Deadline: January 22, 2015 at 12:00 P.M. Noon
Project Dates: July 1, 2015 to June 30, 2016

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 5 South Last Chance Gulch, PO Box 201408, Helena, MT 59620-1408. Phone (406) 444-3604; FAX (406) 444-4722; TTY (406) 444-7099.

*For applicants without Internet access who cannot submit an application electronically through MBCC's Online Application System, please contact Kristel Matchett, Administrative Assistant, MBCC by e-mail, fax, or expedited/overnight mail (use of mail service with package tracking capability is strongly encouraged). Proposals must be received by MBCC by no later than **12:00 P.M. Noon on January 22, 2015**, in order to receive MBCC review and consideration.*

I. Overview

The Montana Board of Crime Control (MBCC) is soliciting proposals for programs providing direct services to victims of crime. VOCA Federal Guidelines state that services are defined as those efforts that 1) respond to the emotional and physical needs of crime victims; 2) assist primary and secondary victims of crime to stabilize their lives after a victimization; 3) assist victims to understand and participate in the criminal justice system; and 4) provide victims of crime with a measure of safety and security. For the purposes of this program, a crime victim is a "person who has suffered physical, sexual, financial or emotional harm as a result of the

commission of a crime.” Particular consideration will be given to programs serving victims of sexual assault, domestic abuse, child abuse, and victims of assault.

The U.S. Department of Justice has not yet determined Montana’s allocation. Funding is granted annually. This year, the VOCA application process is competitive. Previous funding does not guarantee an award during this funding cycle.

Note: In 2014, MBCC received the STOP VAWA Formula award in late September, much later than in previous years. Because federal funds are not always available immediately following the award date, the accountants are unable to reimburse expenditures incurred by programs (July 1 to award date) until mid-to-late October. Programs should prepare for this contingency.

II. Eligibility

Eligible applicants include State, local, and Tribal courts (including juvenile courts); Tribal governments; units of local government, and nonprofit, nongovernmental victim services programs, including community-based organizations.

For nonprofit agency applicants, see Section VIII, 7(c) of the Application Requirements for additional new requirements.

Mandatory DUNS and SAM Registration:

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act) took effect January 1, 2009. Applicants for Federal awards are required to have a Dun & Bradstreet (DUNS) number and to maintain a current registration in the System for Award Management (SAM). To obtain a DUNS number online, go to <http://www.dnb.com/> or call the Dun & Bradstreet hotline at 1-866-705-5711. For additional information regarding SAM, visit www.sam.gov.

The DUNS number is required as part of registration with SAM. To register with SAM, go to www.sam.gov or call the Federal Service Desk at 1-866-606-8220 with any questions.

Note: You must renew your SAM registration once a year. If applicants fail to renew their SAM registration, the grant application may not be considered.

A copy of the current, active SAM registration MUST be uploaded into the Online Subgrantee Application System (OSAS).

III. Application Deadline

Applications for RFP #15-01 (V) Victims of Crime Act must be submitted no later than **January 22, 2015 at 12:00 p.m. noon.**

Failure to meet required deadlines and/or application requirements may result in denial of the application.

In an effort to mitigate any potential application submission problems, MBCC strongly urges applicants to submit applications 72 hours prior to the application due date.

IV. Registration

Register with the Online Subgrantee Application System (OSAS) at <http://mbcc.mt.gov/osas/Default.aspx> immediately to ensure meeting the application deadline of **January 22, 2015 at 12:00 p.m. noon**. Create your login ID, using 4 to 20 characters with no spacing or punctuation. Passwords must be at least 8 characters (at least 1 letter and 1 digit) and are case-sensitive. No special characters or punctuation is allowed. Enter New User and Agency Information, including the Federal Employer or Payee Identification Number (FEIN). If you have previously applied for a grant with MBCC, use your existing User ID and Password. If you need assistance, contact MBCC at (406) 444-3604.

V. How to Apply

Go to www.mbcc.mt.gov, select *Grant Resources* then select *Online Application*. Log in, select *File a New Application* and then select the RFP for which you are applying. Complete the online application.

REQUIREMENTS:

All required documents must be uploaded into the online application for submission; some documents must be scanned before uploading. These include the following:

- Signature page with original signatures – *Application cannot be submitted without identifying the Project Director and Budget Representative. MBCC recommends this be a priority before completing the rest of the application. Please make sure signers are current and have signatures on the form prior to completing online application.*
- Verification for System of Award Management (SAM) Registration
- For Non-Profits only:
 - Financial Resource Disclosure Form – click on the following link then scroll down to Forms/ Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
 - Accounting System and Financial Capability Questionnaire – click on the following link then scroll down to Forms/ Financial to download and complete the form: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>
 - Proof of non-profit status
- All other required documents:
 - Position Description if personnel is requested in budget
 - Policies and Procedures for LEP and Client Grievance
 - Organization Chart and list of personnel working on the VOCA project
 - List of Board Members (Non-Profits only)
 - VOCA Addendum – click on the following link then scroll down to Forms/Victims to download and complete the 2015 VOCA Addendum: <http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>.

Assistance

If you need assistance with online registration or submission of the online application, please call our front office at (406) 444-3604.

If you have questions regarding the application content, please contact the following staff:

<u>Program Accountant</u>	<u>Phone</u>	<u>Program Manager</u>	<u>Phone</u>
Kim Deily	406-444-7010	Tina Chamberlain	406-444-4763
KDeily@mt.gov		TChamberlain@mt.gov	

Crime Statistics

Agencies may utilize crime data that is collected by the MBCC Statistical Analysis Center to include in their applications. MTIBRS Online Reporting (MOR) is an interactive database that takes full advantage of Montana's Incident-Based Reporting System. Users can select custom reports based on offense, offender/arrestee, victim, and property data elements. Users can also create their own custom reports based on many variables and export the reports in multiple formats (PDF, XML, or comma-delimited). Data from 2005 to the most complete current year is available. For assistance in accessing MOR or for technical assistance regarding crime statistics, agencies should request the information at mbcc@mt.gov *at least five working days before the RFP deadline*. For more information, please contact Tyson McLean at (406) 444-4298 or TyMcLean@mt.gov or Kathy Ruppert at (406) 444-2084 or KRuppert@mt.gov.

Crime Data Reporting Policy (for units of local government)

If applicable, MBCC requires the applicant's local law enforcement agency(ies) to be compliant with the Crime Data Reporting Policy. Click here to review the policy: <http://mbcc.mt.gov/Data/CrimeDataSubmissions/B-03CrimeDataReportPolicy.pdf>. Contact MBCC staff for your agency's crime data reporting status - Kathy Ruppert (406-444-2084; kruppert@mt.gov) or Tyson McLean (406-444-4298; TyMcLean@mt.gov) *at least five working days before the RFP deadline*.

Receipt Verification

All applicants will receive a letter acknowledging the receipt of their application and will be assigned a grant number and an MBCC contact person.

Late Applications

New project applications received past the due date will not be considered. Continuation project applications received past the due date require an appearance before the Victims Committee of the Board to request consideration. See below for definitions:

- Continuation Project – a project that received or was approved for funding in the previous grant cycle from the same funding source as applying for
- New Project – project that is not currently receiving funding from the same funding source as applying for.

VI. Quarterly Reporting

All successful applicants for grant award funds from MBCC must agree to submit quarterly narratives, performance measures, data, and financial reports in the prescribed format

according to MBCC time frames within 10 days after the end of each program quarter.

Reporting Period:	Due Date:
Quarter 1: July 1 – September 30	October 10
Quarter 2: October 1 – December 31	January 10
Quarter 3: January 1 – March 31	April 10
Quarter 4: April 1 – June 30	July 10

Performance Measures

Applicants should discuss in their application their proposed methods for collecting data for performance measures. Performance measures for this solicitation are as follows:

Performance Measure(s):	Subgrantee Will Provide:
Number of victims served	Number of victims served, by type of victimization
Number of victim services provided	Number of victims who received services, by type of service (e.g., crisis counseling, therapy, emergency legal advocacy, etc.)

VII. Program-Specific Information

Project Period

The project period begins July 1, 2015 and concludes June 30, 2016. Funds may not be expended or obligated prior to July 1, 2015.

Cash or In-Kind Match

Match is required for local and state government agencies and non-profits. Exceptions to the match requirements include Native American Tribes/Organizations located on Reservations. The match for applicants that are Native American tribes/organizations located on Reservations is 5% (cash or in-kind) of the total VOCA project.

Matching contributions of 20% (cash or in-kind), for all other organizations, of the VOCA project (VOCA grant plus match) must be derived from nonfederal sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Remember to identify the source of the match and the anticipated expenses that will be obligated by the match in the budget narrative. The budget must include the required match as a percentage of the total project budget. Specifics of the match (amount and source) must be clearly identified on both the Project Budget Sheet and Budget Narrative. Providing more than 20% match is acceptable but not encouraged. Total match amounts must be tracked separately and in full. **Projects must document the basis for determining the value of match.**

Formula for calculating match (use the example below to correctly calculate match required for VOCA funding):

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required recipient's share percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 20% match requirement – for a federal award amount of \$10,000 calculate as follows:

$$\frac{\$10,000}{80\%} = \$12,500 \qquad 20\% \times \$12,500 = \$2,500 \text{ match}$$

VOCA Authorized Purpose Areas

A purpose area is one that offers comprehensive specialized services tailored to the special needs of one or more priority category victims. The four priority purpose areas for the state of Montana are victims of child abuse, victims of domestic violence, victims of sexual assault, and previously underserved victim populations. In Montana, previously underserved victim populations include juvenile and elderly victims of abuse, Native Americans, and LGBTQ victims. Goals should follow the authorized purpose area definitions and whenever possible contain model and best practice program approaches.

VOCA Statutory Requirements

1. Programs must be operated by a public agency, private nonprofit organization or a combination of such agencies;
2. Programs must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources;
3. Programs must use volunteers in providing victim assistance services. If compelling reasons exist for not using volunteers, programs must provide a written request for a waiver;
4. Programs must promote within the community, coordinated public and private efforts to aid crime victims;
5. Programs must provide assistance to potential recipients of crime victim compensation benefits; and
6. Programs cannot discriminate against victims because they disagree with the way the state is prosecuting the criminal case.

Office for Victims of Crime (OVC) Requirements

1. The minimum match (hard or soft) for projects other than those that provide victim assistance services by Native American tribes or on Native American reservations must equal 20 percent of the total project cost. The minimum match for projects providing services by Native American tribes on Native American reservations must equal five (5) percent of the total project cost. Match must be from a non-federal source;
2. Programs must maintain information on the demographic characteristics of the clients they serve. These data include information about the clients' age, gender, nationality/ethnic origin and disability;
3. Programs must provide services to victims of federal crimes on the same basis as victims of state or local crimes;
4. Programs must provide services to crime victims, at no charge, through the VOCA-funded project; and
5. Programs must maintain client-counselor confidentiality and confidentiality of research information.

Allowable Direct Services

Federal guidelines require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

1. Crisis intervention;
2. Emergency services such as shelter, transportation, and food;
3. Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
4. Court related services such as legal advocacy, emotional support during trial, and parole/probation hearings;
5. Recruitment, training and coordination of volunteers who provide direct services to victims;
6. Personal advocacy such as intervention with employers;
7. Restitution advocacy;
8. Victim impact panels; and
9. Court appointed special advocates working directly with child victims of crime or coordinating volunteers.

Activities that are not allowed include but are not limited to:

1. Victim compensation costs which would otherwise be eligible for state or federal victim compensation reimbursement;
2. Victim relocation expenses such as moving expenses, security deposits on housing, on-going rent or mortgage payments;
3. Community education activities that are intended to raise the public's consciousness of victim issues (Outreach activities are considered allowable providing they are not described as community education);
4. Crime prevention activities;
5. Lobbying for particular victim legislation, system improvement, etc.;
6. Offender rehabilitation/treatment; and
7. Needs assessments, surveys, manuals and protocols.

Application Review and Scoring

All applications will be reviewed through a competitive process for completeness and responsiveness to the scope of the VOCA program and the requirements of this RFP. Accounting and Program staff will review applications; funding recommendations will be referred to the MBCC Victims Committee for their review. Victims Committee funding recommendations will be referred to the Board for final funding decisions/awards. The Board reserves the right to award funds to programs they believe are the best use of VOCA funds, regardless of the applicant's application score. The Board supports the use of evidence-based and promising practices and will also consider this factor when reviewing applications.

Selection Criteria

The following selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. (See Section VIII - Application Requirements for further description of the required elements.)

- Executive Summary - 5 percent out of 100
- Budget and Budget Narrative – 20 percent out of 100
- Needs Statement - 25 percent out of 100
- Goals – 10 percent out of 100

- Objectives – 10 percent out of 100
- Implementation Plan – 15 percent out of 100
- Evaluation Plan – 5 percent out of 100
- Collaboration – 5 percent out of 100
- Future Funding/Sustainability Plan – 5 percent out of 100

For example, the criteria “Executive Summary” is worth 5 percent of the entire score in the application review process.

Scoring Criteria will be used as a tool to assist the accounting and program staff, as well as the Victims Committee, in evaluating the overall application. Any proposal that fails to achieve 60% of the total available points may be eliminated from further consideration.

VIII. Application Requirements

Applications and their components must be submitted based upon a 12-month period (July 1, 2015 – June 30, 2016) and MUST include the following:

Section 1. Face Page. The face page is automatically generated in the online application system. The face page identifies the applicant, the project director, the project title, the project duration dates, the previously funded grant number, and the total number of months of federal support. *The Project Director must be an employee of the applicant agency.*

Section 2. Project Budget. Applicants must provide a budget that is (1) complete, allowable, and cost-effective in relation to the proposed activities; and (2) directly related to the development, implementation, or operations of the specific project. *It is strongly recommended that applicants budget one night hotel and travel expenses for 1-2 staff in the travel category to attend MBCC subgrantee training.*

Section 3. Budget Narrative. The narrative should (1) demonstrate that all costs are reasonable; (2) explain and justify each budget item; (3) show the cost calculations to demonstrate how the applicant arrived at the total amount requested; (4) provide a brief narrative to link costs with project activities; and (5) include the source of the match and identify anticipated expenses to be covered by the match (if match is applicable).

Section 4. Project Narrative. The project narrative describes the applicant’s approach in his/her community or area of operation. Submit a project narrative that presents a detailed description of the purpose, needs, goals, objectives, strategies, implementation, evaluation, and sustainability of the proposed project. Clearly list the performance measures for the selected purpose area in this section. Goals and objectives should adhere to those performance measures. Material required under the Budget and Budget Narrative and Other Attachments sections will not count toward the project narrative page count. The program narrative must be written in a 12-point font, double-spaced, and kept to 24 pages or less.

The Project Narrative MUST contain the following elements:

Executive Summary

Briefly summarize the scope of your project; state the problem or need; identify objectives and outcomes to be gained. Explain how the proposal is addressing the purpose area you identified. This section should be limited to 4 double-spaced, 12-point font pages.

Needs Statement

The needs statement identifies the problem(s) to be addressed and validates the need for your program and services within your area. The statement includes current data (less than 5 years old) that justifies the grant request. The needs statement should reflect regional or community data in addition to statewide data. Please identify the date range of the data. Include the population of your community and of the total area the program covers and how many counties you serve. Indicate the number of other victim services in the community and ways in which your program is different.

Goals

Provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or eliminate the problem described. Outline the specific goal(s) of the project. Goals must be clearly defined, challenging, achievable, realistic and tangible. The project goals should adhere to the purpose area and the performance measures tied to that purpose area.

Objectives

There is a minimum of three objectives and a maximum of five objectives. Identify the specific milestones aimed at achieving the goal(s). Objectives must start with the word "To"; must state the date when a milestone will be reached; and must be specific, measureable, achievable, realistic, and time-bound. Objectives should be directly related to the performance measures. Example: "To work directly with law enforcement to improve victim services" is not a measurable objective. "To hold 12 monthly meetings with law enforcement to discuss ways to improve victim services" is measurable and appropriate for the project period.

Implementation Plan

Describe specific steps that will be taken or projects that will be funded to accomplish each objective. A suggested format is a table or work plan listing the objectives, the responsible party or parties, the timeline, how each objective will be accomplished, projected costs, and resources needed.

Evaluation Plan

Document the data you intend to collect to verify that the objectives have been met. Clearly state what data will be collected, how, by whom, and when. Describe the existing community-level baseline data, the capacity to support the program, and an assurance of the agency's commitment to provide pre- and post-data related to the specific performance measures and activities outlined in the narrative.

Collaboration

Applicants must include a description of collaboration with other agencies in the community and region that are providing direct services to victims, including both non-profit and governmental organizations.

Future Funding/Sustainability Plan

Applicants must include a plan that outlines how the project intends to be funded in the future. The plan should address the current year funding plan, estimated funding requests for the subsequent year, the estimated total length of funding anticipated, and a general description of funding in the final year of support. *Applying for additional grants is not considered an adequate sustainability plan.*

Section 5. Special Assurances and Conditions. The subgrant application contains a list of Special Assurances and Conditions that are part of the contract between MBCC and the subgrantee upon award. The signature page of this application binds the applicant to the Special Assurances and Conditions.

Section 6. Signature Page with Original Signatures. The Signature Page with original signatures must be scanned and uploaded into OSAS. When awarded, the application forms a contract between the applicant and MBCC. The signatures are binding. Duplicate responsibilities are not allowed. No single person can sign as Agency Representative and Project Director. The official budget representative must be a person with budget-setting authority, generally a mayor, chairperson, department director, etc. If any person in the position of Budget Representative, Project Director, or Financial Officer changes, the entire form must be completed with updated information and signed by all parties. *The Project Director must be an employee of the applicant agency.*

Section 7. Upload Required Documents. Do not submit documents other than those specified in this solicitation. Please note that any materials submitted as part of an application may be released pursuant to a request under the Freedom of Information Act.

a. Signed Signature Page. All required parties must sign:

- A. Official Budget Representative
- B. Project Director
- C. Financial Officer

b. Verification of SAM Registration: A copy of the current, active SAM registration must be uploaded into OSAS. See Part II: Eligibility.

c. Non-Profit Requirements:

Financial Disclosure Form. All non-profit agencies must complete this form. List all funding sources and amounts you receive to operate the program for which you are applying. Click on the following link then scroll down to

Forms/ Financial to download and complete the form:
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Accounting System and Financial Capability Questionnaire. Provide information demonstrating your agency's accounting and financial structure. Click on the following link then scroll down to Forms/ Financial to download and complete the form:
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>

Non-Profit Status. Non-profit agencies must provide documentation of their non-profit status.

d. Other Required Documents:

Position Description. If grant monies are used to fund personnel for the project, include a position description for each position.

Policies and Procedures.

- Providing services to clients with Limited English Proficiency.
- Grievance policy for victims who are not satisfied with the assistance provided by an employee or the agency.

Organization Chart. Include an organization chart of the agency and a list identifying personnel working on the VOCA project.

Listing of Current Board Members. For non-profits only.

VOCA Addendum. Click on the following link then scroll down to Forms/Victims to download and complete the 2015 VOCA Addendum:
<http://mbcc.mt.gov/Grants/Forms/GrantResources.asp>.

IX. Special Requirements

All successful applicants for MBCC grant award funds must agree to the following requirement(s):

Submit quarterly narrative, performance measures, data, financial, and annual reports *in the prescribed format according to MBCC time frames.*

Federal Reporting Requirements

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- Department of Justice Information Technology Standards
- Single Point of Contact Review

- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting the application. Additional information for each one can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

X. Limitations and Fund Use

Federal grant funds are governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in relevant OMB circulars/Code of Federal Registers found on the OMB website: http://www.whitehouse.gov/omb/grants_default, and in the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project and must also comply with the funding statute requirements. To be allowable under federal awards, costs must meet the following general criteria:

- Be necessary and reasonable for proper and efficient performance and administration of the award;
- Be allocable under the provisions of the relevant Cost Principles;
- Be authorized or not prohibited under State or local laws or regulations;
- Conform to any limitations or exclusions set forth in the relevant cost principles, federal laws, terms and conditions of the award or other governing regulations as to types or amounts of cost items;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the organization;
- Be accorded consistent treatment;
- Be determined in accordance with generally accepted accounting principles (GAAP);
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period, except as specifically provided by federal law or regulation;
- Be the net of all applicable credits; and
- Be adequately documented.

The U.S. Office of Management and Budget is in the process of revising Cost Principles and Circulars. Updates to the circulars are not available at this time but are expected to be released in late December 2014. <http://ojp.gov/funding/index.htm>. The new revisions will impact grants funded by this RFP.

In addition to the Cost Principles, the Office of Justice Programs (OJP), Office of the Chief Financial Officer (OCFO) provides policy guidance, financial control, and support services to OJP in the areas of grants, accounting and financial management. The Financial Guide can

be found at <http://www.ojp.usdoj.gov/financialguide/index.htm> . The provisions of this guide apply to Department of Justice awards.

Funds may not be expended or obligated prior to July 1, 2015.

The following is a list of generally allowable costs (this is not inclusive):

- Advertising and public relations costs – restrictions apply;
- Audit costs - If your agency receives less than \$750,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. Agencies receiving \$750,000 per year or more in total federal assistance will be required to have an audit performed, in accordance with federal guidelines. Costs for such an audit should be charged proportionately to all programs being audited;
- Communication costs;
- Compensation for personal services – detailed time and attendance records may be required; other restrictions may apply;
- Employee morale, health, and welfare costs;
- Equipment – must be integral and necessary for the project. Equipment is defined as having a useful life of more than one year and an acquisition cost greater than \$5,000;
- Insurance and indemnification – restrictions apply;
- Maintenance and repair costs – restrictions apply;
- Material and supplies costs;
- Meetings and conferences – restrictions apply;
- Memberships, subscriptions and professional activity costs – restrictions apply;
- Professional/consultant service costs must follow the applicable federal grant guidelines and state policy;
- Publication and printing costs – restrictions apply;
- Rental costs of buildings and equipment;
- Training costs; and
- Travel costs – mileage, per diem, and lodging cannot exceed state rates. Go to <http://mom.mt.gov/default.mcpx> to access the Montana Operations Manual. Once inside the manual, click travel.

For allowable costs, go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Table of Contents* then *Chapter 3.9 Allowable Costs*.

The following is a list of unallowable costs (this is not inclusive):

- Bad debts;
- Construction in general;
- Compensation and travel of federal employees;
- Costs incurred outside the project period;
- Donations and contributions;
- Entertainment;
- Fines, penalties, and interest expense;
- Food and beverages (including alcoholic);
- Fundraising and investment costs;
- Goods or services for personal use;

- Land acquisition/purchase of real property;
- Lobbying;
- Membership fees to organizations whose *primary* activity is lobbying;
- Pre-agreement costs;
- Purchase or lease of vehicles;
- Supplanting;
- Tips; and
- Uniform allowances.

For unallowable costs go to <http://www.ojp.usdoj.gov/financialguide/index.htm> click *Table of Contents* then *Chapter 3.13 Unallowable Costs*.

XI. Selection Criteria

Awards

MBCC staff will conduct an initial screening of the proposal to check for completeness of the application. The accountants and program managers will review the applications and summarize their findings to the Victims Committee of the Board at their May meeting for their recommendations.

Immediately following the review of the applications, a notice will be sent to the applicant agencies with the recommendation that will be presented to the Board. The Board will review all of the Committee's recommendations during their June 2015 meeting and make final funding decisions. Each applicant will receive either an award notice or a denial letter.

Appeals

Per Board policy, if an application is recommended for denial by the Victims Committee, the applicant may appeal the recommendation if the applicant demonstrates one of the following: (1) the Request for Proposal was inaccurate; (2) staff provided misinformation; or (3) staff failed to follow existing policies. Notice of appeal must be made in writing to the Executive Director of the Montana Board of Crime Control within 10 calendar days of notice of the Victims Committee's recommendation.

XII. Application Checklist

Application Checklist: Please refer to this checklist before submitting your online application and required additional documentation.

- ☐ Project Budget and Budget Narrative
- ☐ Project Narrative with Required Elements
- ☐ Scanned Signature Page with Original Signatures
- ☐ Scanned Verification of SAM Registration
- ☐ Financial Resource Disclosure Form – Non-profits only
- ☐ Scanned Accounting System and Financial Capability Questionnaire – Non-profits only
- ☐ Scanned Nonprofit Status – Non-profits only
- ☐ Position Descriptions (if personnel is requested in budget)
- ☐ Other Required Documents:
 - ☐ Policies and Procedures for LEP Clients and Client Grievance
 - ☐ Organization Chart and List of Project Personnel
 - ☐ Board Member List – Non-profits only
 - ☐ VOCA Addendum

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